



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

January 4, 2023

DIVISION MEMORANDUM
NO. 006, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
FOR THE MONTHS OF JANUARY 2023**

TO : Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The following teaching and non-teaching personnel who are qualified for Step Increment for the month of January 2023 shall submit the following requirements for the processing of their Step Increment not later than January 31, 2023:

NO.	NAME	STATION
1	Bag-ao, Vilma D.	Manga NHS
2	Chatto Helen B.	Cogon HS Evening Class
3	Doblas, Rolando Jr	San Isidro HS
4	Madidis, Vicenta V.	Bool ES
5	Obtiar, Brylen Mary M.	Booy ES
6	Roxas, Maria Chona	Dao ES
7	Quidlat, Gilbert T.	DCPNHS
8	Goti-ay, Marilyn M.	Booy ES
9	Quiño, Carmela P.	Dampas ES
10	Ayeng, Rachel R.	DCPNHS
11	Mabatid, Josmariwen A.	DCPNHS
12	Uayan, Chona D	DCPNHS
13	Puyo, Alice P.	Mansasa ES
14	Idul, Victoria V.	City East ES
15	Veloso, Maria Flores P.	Mansasa NHS

2. Please submit in a folder three (3) copies to **Mrs. Brendalou D. Arancana**, Human Resource Management Officer (Administrative Officer IV), to the Division Office, Personnel Section the following:
 - a. Letter of Intent
 - b. Approved Appointment
 - c. Plantilla
 - d. Latest Payslip
 - e. Service Record
3. Those who are qualified for Step Increment appointed in the years 2020, 2017, 2014, 2011, 2008, 2005, and 2002 but are not included in the above list shall also submit the same requirements. Should you have submitted the same, please disregard this Memorandum.
4. Wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent

